

# **Center for Educational Performance and Information (CEPI)**

## **MI Plan**

### **Frequently Asked Questions**

**January 2004**

Questions?  
Contact: 517.335.0505  
e-mail: [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)



**I am a school building principal. How do I get access to MI Plan?**

UserIDs and passwords were sent to each local district superintendent. Please contact your local district superintendent for your school building's UserID and password. For security purposes, you are advised to change your password after your first login to the MI Plan application.

**I am a building principal, and I am having trouble with my UserID and/or password. Can I get a new UserID or password?**

Regarding the UserIDs, all UserIDs begin with the word "principal" immediately followed by a series of numbers. Be sure that you are typing the word principal and numbers without any spaces in between "principal" and the numbers.

Regarding the passwords, be sure you are typing the correct password. All users are asked to change his/her password after initially logging in to the tool. Be sure to write down your new password, or please use a password that you will easily remember.

NOTE: We have received calls from several users who have problems with their UserIDs and/or passwords. In a majority of cases, users are not typing the UserIDs/passwords correctly. Please carefully type your UserID/password. Also, we have received calls from users who inadvertently were given the wrong UserID/password by their superintendent's office and cannot log in on a first attempt. Please contact your local superintendent's office to reconfirm your UserID/password.

**I am a school building principal, and after logging into MI Plan, I do not see a full menu bar at the top of the application so that I can access my data. Is my school's data missing?**

No, your school's data is not missing. At the first login to MI Plan, users will notice that a full menu bar is not available (and that you cannot access any of your school's data). You first need to set your school's grades and characteristics. To do this, go to the "Admin" bar, which is located on the menu bar at the top of the page. You then will be prompted to set grades and other characteristics. Once you have done this, all of the menu buttons — and your data — will be accessible.

**I am a local district superintendent. How do I get access to my school buildings' online plans?**

MI Plan is a tool intended specifically for use by school building principals and their school improvement teams. We suggest that you contact the principal of each building to discuss access to that building's planning process.

**I am a local district superintendent. I received UserIDs/passwords for non-public schools that are located in my district; do I need to manage these accounts?**

If your district's list of school buildings included any non-public schools, please disregard the UserIDs/passwords for these schools. Local districts are not expected to manage the distribution of UserIDs/passwords for non-public schools. For security reasons, CEPI has requested the vendor to void any UserIDs/passwords for the non-public schools included on the local districts' lists. The Department will need to determine any procedures involving non-public schools.

**I am a local district superintendent. I did not receive a UserID/password for one or more of my school buildings. Where can I get a UserID/password if I did not receive this in the original mailing?**

Please contact the DIT Education Help Desk at [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov) or 517.335.0505 and provide your name, telephone number (with area code), e-mail address, district code, school building name and school building code. CEPI is investigating any "missing" schools and will contact the appropriate local superintendents as soon as this issue is resolved.

**I am a local district superintendent. I did not receive a letter or a list containing any of my district's buildings' UserIDs and passwords. Can you send this to me?**

Please contact the DIT Education Help Desk at [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov) or 517.335.0505 and provide your name, telephone number (with area code), e-mail address, and district code. CEPI is investigating this issue for any district that did not receive the December 2003 letter and list of UserIDs and passwords for its buildings and will contact the local superintendent as soon as this issue is resolved.

**I am a local district superintendent, and I have misplaced my list of building UserIDs /passwords. Can you send me a new list?**

For security reasons, all of the original passwords must be voided and new ones created. Please contact the DIT Education Help Desk at [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov) or 517.335.0505 and provide your name, telephone number (with area code), e-mail address and district code. Once this has been done, a new list for all of your building UserIDs and passwords will be sent to you.

**I am an intermediate school district superintendent. How do I get access to all of my local district buildings' plans?**

MI Plan is a tool intended specifically for use by school building principals and their school improvement teams. We suggest that you discuss access to any building's planning process with the local superintendent and the building principal.

**I am an intermediate school district superintendent and did not receive any of my local districts' lists of school buildings' UserIDs and passwords with the letter that was mailed in December 2003. Should I have received this enclosure?**

No. Letters that were mailed to ISDs were sent for informational purposes only. Only local superintendents are responsible for distributing their district's buildings' UserIDs and passwords.

**I am an intermediate school district superintendent and did not receive any UserIDs/passwords for my ISD-operated school buildings. How can I get UserIDs/passwords for these buildings?**

The Center for Educational Performance and Information (CEPI) is working with the Michigan Department of Education regarding UserIDs/passwords for ISD-operated school buildings that are participating in the school improvement planning process. ISDs will be notified when UserIDs/passwords are available.

**What are the sources of data that are loaded in MI Plan at the state level?**

*Demographic Data*

Schools and School Codes: School Code Master

Pupil Headcount (Enrollment): CEPI Downloadable Data

Free and Reduced Lunch: MDE K-12 Database (Food and Nutrition)

Staff Count: MDE K-12 Database (Staff Counts)

Revenues and Expenditures: MDE K-12 Database (Financial Data)

*Achievement Data*

AYP School Performance: Michigan Department of Education

MEAP – Current Trend: Michigan Merit Award and MEAP Information (Summary Downloadable Data Files)

MEAP – Historical Trend: Michigan Merit Award and MEAP Information (Summary Downloadable Data Files)

MEAP – Trend by Subgroup: Michigan Department of Education